

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. S000056				
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i> Updated SPD Approved for Service-wide use		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station various		6. OPM Certification No.			
		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code			
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Engineering Equipment Operator				WG	5716	09			
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision					
a. First Subdivision U.S. Fish & Wildlife Service						d. Fourth Subdivision					
b. Second Subdivision Region: _____						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature _____ Date _____						Signature _____ Date _____					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action S/Megan Dreher/ Supervisory HR Specialist						FWS Standard for Engineering Equipment Operation, 5716, TS-4, 01/69					
Signature _____ Date _____						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>											
b. Supervisor											
c. Classifier		CK	7/26/10								
24. Remarks 7/26/10. Corrected BUS code. CKing, R9 Risk = Low Drug Testing Required											
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>											

Engineering Equipment Operator, WG-5716-09

MAJOR DUTIES

Operates a variety of gasoline or diesel powered engineering and construction equipment with wheeled or crawler-type traction and attachments. Work is generally performed on flat, rolling, and some irregular terrain where course to medium grades are required.

Performs the following duties which are typical but not necessarily all inclusive:

Operates crawler tractor in forested terrain in piling of slash, clearing brush, small trees, tree stumps, and rocks, and developing fire lanes. On areas where terrain is flat, rolling or irregular, operates crawler tractor or motor grader in grading of roads/trails to fine specifications. On areas where terrain is wet/boggy, operates crawler tractor or excavator by using mats or similar devices.

Operates front-end loader or other attachments to remove piles of dirt/rock/debris, to load trucks or for the digging of earth or gravel.

Operates bulldozer, excavator, or other attachments to push/place refuse into an open pit or to fill in demolished building sites and cover with earth, to clean ditches, to repair holes in dikes, to excavate ditches and ponds.

Operate farm tractors with auxiliary equipment for farming, mowing, maintaining dikes, and other related activities.

Keeps written maintenance records for all equipment operated. Keeps equipment logbooks up-to-date at all times. Inputs equipment service and maintenance data in Service Asset Maintenance Management System (SAMMS) database.

The following may apply, when checked:

☐ Performs tasks involved with biological census work, building maintenance, and other miscellaneous duties not requiring any special skill, training, or experience.

☐ Controls wildland fires. Operates crawler tractor on fire line construction and opens fire lanes, piles dirt, brush, etc.

TYPES OF EQUIPMENT:

Operates the following equipment: dozers (above the D-6 size) with implements; loader (front end); loader/backhoe; dump truck; straight truck (hauling small equipment); truck/tractor (hauling large equipment); farm tractors with implements; excavator; and road grader.

WORK SPECIFICATIONS:

Conducts disking, chopping, mowing, rotovating, digging, loading and leveling to a medium, and/or finish grade for the purpose of shaping of roads and parking lots, and setting of culverts where levels are essential to accommodate rain runoff and water level functions.

MAINTENANCE AND REPAIR:

Services, checks, and fuels equipment and attachments before operation. Performs daily preventative maintenance and makes repairs and adjustments to equipment and attachments. This includes, but is not limited to, replacing chains and belts, cables, lubrication, oil and filter changes, battery checks, and safety inspections.

Services equipment by: checking fluids, lubricating, and performing safety checks; performs regular scheduled service that includes changing fluids and filters, and replacing of components that require dismantling of the equipment such as radiators, hydraulic tanks, alternators, tracks, etc.; and replaces worn items such as excavator bucket teeth.

SKILL AND KNOWLEDGE

Skill and ability to operate various types of heavy equipment.

Comprehensive knowledge and skill in the use of controls to operate the equipment and attachments while in motion on flat terrain in a safe manner in carrying out the duties assigned, e.g. good hand, foot, and eye coordination is required to operate controls simultaneously.

Thorough knowledge of the terrain and the capabilities of the equipment in order to plan the proper approach to assignments.

Knowledge of and ability to service, inspect, and perform preventative maintenance on equipment and attachments.

Ability to operate heavy equipment in confined areas.

Knowledge of safety rules and regulations to ensure safe use of the equipment and to prevent injury to self, co-workers, or property.

Knowledge and ability to use computers in order to input maintenance data into the Service database.

RESPONSIBILITIES

The work consists of a variety of tasks. Work is generally performed on flat, rolling, and some irregular terrain where course to medium grades are required. The worker is responsible for operating in a safe manner to avoid injury to self and others, and damage to equipment. Oral or written instructions and/or work orders (via SAMMS) concerning the locations of the job, and the work to be done are given. The employee plans the approaches to the assignment and work is performed without direct supervision. Work maybe spot-checked for compliance of instructions. More detailed instructions and reviews are provided with new, unusual, or complex assignments, or equipment. The employee must maintain a commercial driver's license and maintain certification on all equipment he/she operates.

PHYSICAL EFFORT

Heavy physical effort is used in the operation and adjustment of the equipment and attachments. Considerable strain is caused by the constant vibration of the equipment and the jolting received from operation of the equipment over rough surfaces. Location of the controls and attachments frequently require work in awkward or strained positions.

WORKING CONDITIONS

Work is performed in all types of weather, often in an open driver's seat. The operator is exposed to injury and is subject to noise, vibration, dust, and fumes from machinery. Caution must be exercised to prevent injury caused by moving machinery, or breaking cables. Caution must be exercised in working around water or wet soil.

CONDITIONS OF EMPLOYMENT

Wears the Service uniform according to policy.
Commercial Drivers License (CDL) is required.
Drug test is required.